



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
MARY STARKE HARPER GERIATRIC PSYCHIATRY CENTER  
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JIM REDDOCH, J. D.  
COMMISSIONER  
BEVERLY WHITE, BSN, MS  
FACILITY DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION  
AN EQUAL OPPORTUNITY EMPLOYER**

**JOB TITLE:** Accounting Assistant II

**NUMBER:** 14-03

**JOB CODE:** K2000 **SALARY RANGE:** 067 (\$30,724.80 to \$46,615.20)

**POS.** 8802091

**JOB LOCATION:** Harper Center

**DATE:** August 1, 2014

**QUALIFICATIONS:** Graduation from a standard senior high school, plus responsible clerical accounting experience (24 months or more).

**KIND OF WORK:** Verify, audit and compare leave slips with schedule for accurate and timely posting of leave information to bi-weekly time sheets. Enter all time into GHRS in an accurate and timely manner, to ensure that all employees are paid correctly and the timekeeping system is maintained. Post time on annual cards and compare annual time cards with GHRS for accurate and timely recording of both annual and system recorded leave. Perform all payroll activities to ensure an accurate and timely payroll. Work closely with Human Resource Department to perform payroll duties. Prepare payroll exceptions and corrections. Review system runs for any rejections in the payroll batches in GHRS to minimize payroll exceptions. Calculate/process payroll information for separating employees accurately and timely. Assist employees with questions concerning salary, leave balances, LWOP, tax status, direct deposit, etc. Provide backup timekeeping coverage for administrative/professional staff as needed to ensure that these employees are paid correctly. Prepare/maintain various payroll activity reports on a bi-weekly, quarterly and annual basis within the scope of job duties. Work closely with Personnel to process Payroll related Form 11's to document personal actions. Enter related data in GHRS and document State Personnel approval. Maintain (organize/file/retrieve/purge) payroll records in accordance with applicable policies and procedures. Perform/assist with other assigned functions necessary to promote an effective operations of the facility. This includes attending all required in-service training (in person or online).

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of accounting principles and practices. Knowledge of billing practices and procedures. Knowledge of computer programs, various software and general office equipment. Demonstrated ability to communicate effectively both orally and in writing. Ability to be courteous and professional at all times with patients, employees and the general public. Ability to maintain strict confidentiality.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their training, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. **Drug test required. Security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with patients.**

**HOW TO APPLY:** USE AN OFFICIAL APPLICATION FOR PROFESSIONAL EMPLOYMENT (EXEMPT CLASSIFICATION) WHICH MAY BE OBTAINED FROM THIS OFFICE Or The Official Web Site [www.mh.alabama.gov](http://www.mh.alabama.gov). THE APPLICATION SHOULD BE RETURNED TO THE MARY STARKE HARPER CENTER, HUMAN RESOURCE DEPARTMENT, 200 UNIVERSITY BLVD. TUSCALOOSA, ALABAMA, 35402 BY **UNTIL FILLED** IN ORDER TO BE CONSIDERED FOR THIS POSITION. DO NOT RETURN THIS APPLICATION TO THE STATE PERSONNEL DEPARTMENT. **PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT (S) FORWARDED TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS.** *Only Work Experience Listed on The Application Form will be considered. Additional sheets if needed, should be in the same format as the applications. Resumes will not be accepted in lieu of an official application*